



## AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, December 1, 2014  
7:00 p.m. – Council Chambers**

### **6:50 – Public Hearing – Town Code of Enfield Appendix A, Waterways**

- 1. PRAYER – Donna Szewczak**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
  - **Regular Meeting – November 17, 2014**
- 6. SPECIAL GUESTS.**
  - **Pearl Street Library Centennial Anniversary Committee**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILMEN COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
  - **Enfield High School Renovation Building Committee**
- 12. OLD BUSINESS.**
  - A. Appointment(s) - Town Council Appointed.**
    - 1. Ethics Commission (Alternate) –** A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
    - 2. Ethics Commission (Alternate) –** A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)
    - 3. Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)

4. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **Ethics Committee**- A Vacancy Exists Due to the Three Consecutive Terms of Kenneth Varriale (U). Replacement Would Be Until 10/31/2015.(Tabled 10/21/13)
7. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
8. **Enfield Revitalization Committee**- The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Enfield Revitalization Committee**- The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
10. **Zoning Board of Appeals**- A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
11. **Area 25 Cable Television Advisory Committee**- The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
12. **River Valley CT Central Regional Tourism District** - The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)
13. **Commission on Aging** - A Vacancy Exists Due to the Resignation of Mary Vosburgh (U). Replacement Would be Until 12/31/2016. (Tabled 10/20/2014).
14. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
15. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
16. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
17. **Planning and Zoning Commission**- A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.(Tabled 11/17/2014)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
7. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
8. **Fair Rent Commission** – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)
9. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

**C. Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

**D. Discussion:** Disposition of Town-Owned Surplus Personal Property.

**E. Discussion:** Discussion of Acquisition of 350 Enfield Street, Connecticut Water. (Tabled 05/28/2014)

**F. Discussion:** Higgins Park on the Green (Tabled 11/10/14)

**13. NEW BUSINESS.**

**A. Consent Agenda – Action.**

**B. Appointment(s)–Town Council Appointed.**

**C. Appointment(s) – Town Manager Appointed/Council Approved.**

# 14. ITEMS FOR DISCUSSION.

## A. **\*\*Consent Agenda – Review.**

## B. **Appointment(s) - Town Council Appointed.**

1. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
2. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
3. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
4. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
5. **Board of Assessment Appeals-**The Term of Office of Thomas Tyler (D), Expires on 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
6. **Commission on Aging (Alternate) -** The Term of Office of Howard Florian (U) Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
7. **Commission on Aging -** The Term of Office of Marlene Hoginski (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
8. **Commission on Aging (Alternate) –**The Term of Office of Pauline Lacroix (D), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
9. **Commission on Aging –** The Term of Office of Anthony Messina (D), Expires on 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
10. **Commission on Aging –** The Term of Office of Kathleen Tallarita (D), Expires on 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
11. **Library Board of Trustees -** A Vacancy Exists Due to Charter Revision. Appointment Would be Until 12/31/2017.
12. **Library Board of Trustees -** A Vacancy Exists Due to Charter Revision. Appointment Would be Until 12/31/2017.
13. **Library Board of Trustees -** A Vacancy Exists Due to Charter Revision. Appointment Would be Until 12/31/2017.
14. **Library Board of Trustees –** The Term of Office of Deborah Fiore (D), Expires on 12/31/2014. Reappointment or replacement Would be Until 12/31/2017.

**15. Loan Review Committee (Alternate) –** The Term of Office of Anne Brislin (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2016.

**16. Loan Review Committee (Alternate) –** The Term of Office of Brandon Messenger (U), Expires 12/31/14. Reappointment or Replacement Would be Until 12/31/2016.

**C. Appointment(s) – Town Manager Appointed/Council Approved**

**D. \*\*Discussion/Resolution:** Resolution Setting a Public Hearing for Code of Ethics.

**E. \*\*Discussion/Resolution:** Resolution Adopting Amendment to Town Code of Enfield, Appendix A, Waterways, Article 1, Section 2-49 Composition: Officers; Compensation

**F. \*\*Discussion/Resolution:** Resolution to Accept New Towns Into the Capital Region Council of Government Metropolitan Planning Organization.

**G. \*\*Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with the State of Connecticut, Master Municipal Agreement for Right of Way Projects.

**H. \*\*Discussion/Resolution:** Resolution Endorsing the Comprehensive Energy Strategy.

**I. \*\*Discussion/Resolution:** Resolution Waiving the Bid Requirements for Planning Services as it Relates to Planning and Zoning Application Review.

**15. MISCELLANEOUS**

**16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

**17. COUNCILMEN COMMUNICATIONS.**

**18. ADJOURNMENT.**

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**\* REMOVE FROM AGENDA**

**\*\* MOVE TO MISCELLANEOUS**

**\*\*\* WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT**

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**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, NOVEMBER 17, 2014**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, November 17, 2014. The meeting was called to order at 7:00 p.m.

**PRAYER** – The Prayer was given by Councilor Stokes.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Stokes and Szewczak. Councilor Mangini was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Director of Public Works, Jonathan Bilmes; Deputy Director of Public Works, Billy Taylor, Road Engineer, Donald Nunes; Courtney Hendricson, Assistant Town Manager of Development Services

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #2917** by Councilor Hall, seconded by Councilor Deni to accept the minutes of the November 10, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2917** adopted 9-0-1, with Councilor Bosco abstaining.

**MOTION #2918** by Councilor Stokes, seconded by Councilor Hall to accept the minutes of the November 10, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2918** adopted 9-0-1, with Councilor Bosco abstaining.

**SPECIAL GUESTS**

There were no special guests this evening.

**PUBLIC COMMUNICATIONS & PETITIONS**

Maureen Mullen, 1625 King Street

Thanked the Town Manager and Town Attorney for sharing the soil reports, which showed there is capped contaminated or polluted soil in the berm north of her

home and under the driveway and the travel lane on the northwest corner of the school bus parking area. She questioned whether anyone else is aware of this. She questioned whether her concerns will be included, and she plans to sign a motion to intervene in the case.

Robert Tkacz, 5 Enfield Terrace

Stated on election night, he visited all four polling places. He suggested Councilman Edgar and Representative Alexander meet with the Chief Registrar of Voters and resolve the issues. He noted he also visited a Hartford polling place on Coventry Street. He stated it was about 20 feet from the door, and they had plenty of handicapped spaces and parking areas. He noted this is how things should be set up. He feels Enfield is a total disaster for people to vote. He stated he visited the Enfield Street polling place twice, and the front door was open in the morning, but in the afternoon, the police stated people could not go in the front door. He questioned why it's up to the police to determine which doors can be used.

Mr. Tkacz stated the police are an offensive unit because they know how to go into buildings and secure the building, but they're not trained in defense inside the building. He noted private security companies are trained to defend buildings. He stated he observed employees and non-employees going in the back door of a school on Sunday because they have a key. He noted the schools have no key controls. He stated his belief a private security company would do a better job keeping the building secure for a lesser amount. He stated across the nation, the students are the ones bringing in the weapons.

Michael Lally, 4 Charnley Road

Stated his belief that double-striping Charnley Road doesn't make it any safer.

He referred to a study done by UCONN and the State DOT in November, 2009. He read the following from that study:

"Roads that exhibited significant increases in speed were roads that, prior to the introduction of edge lines, had no markings of any type. Introducing a center line marking to a road that has no marking yields a similar result. The increase in speeding is attributed to the improvement in visual guidance provided by road markings. It's counter-productive to efforts aimed at reducing the operating speeds on roadway segments."

Mr. Lally referred to a similar study done by the State of Washington published in 2012, which states, "More striping doesn't mean slower drivers. Giving drivers more information like center lanes, edge lines and lane lines makes them feel more comfortable with the road. When motorists feel more comfortable with the road they're driving on, they tend to increase speed. A lack of a center line or edge line on a road cautions drivers to lower their speed."

He stated while he appreciates the new tar, he believes the addition of a double stripe line is going to make the situation more hazardous. He noted striping might be justified on a

heavily traveled road, but Charnley Road is not a heavily traveled road. He stated his hope something can be done about this.

James Marco, 12 Standish Street

Spoke about the sewer usage charge. He questioned the formula used.

Mr. Marco stated he is an underwriter for Cigna insurance. He noted if the Town of Enfield needed his support, he would have to sign an agreement with Cigna stating he's representing the Town so there would be no cross-contamination. He stated he'd be willing to look at the Town's experience or underwritings.

Mary Jo McManus, 8 Clinton Lane

She noted she's looking for accurate information concerning the sewer usage charge and the use of a meter. She also voiced concern about her son opening a brewery. She noted he's using thousands of gallons of water to make beer, and that water is not going into the sewer, therefore, what kind of adjustment would be made in that instance.

Chairman Kaupin stated the Town Manager will be providing more information.

Sandra Petronella, 7 Charnley Road

Agreed with Michael Lally and noted she has been speaking to several neighbors, and everyone agrees that the double yellow lines on Charnley Road don't really have any place on that road. She noted speeding is getting progressively worse on this road. She stated she's looking for guidance in this situation.

### **COUNCILMEN COMMUNICATIONS & PETITIONS**

Councilor Cekala stated she sent an email regarding the paving on Old King Street because she doesn't believe all of the permanent patch has been put down.

She noted there will be a vendor fair at Henry Barnard on Saturday, November 22nd from 10:00 a.m. to 4:00 p.m., and there will be over 50 vendors and crafters. She stated this is sponsored by Two Moms on a Mission. She noted there will be another vendor fair at Enfield Street School in December.

Councilor Deni thanked the Town for adjusting the manholes on Brainard Road.

Councilor Stokes stated he attended the First Readers ceremony earlier this evening at Fermi High School. He commended everyone involved in this good program.

Councilor Bosco stated he received some calls about the sewer insurance fee. He questioned who pays for this mailing. He noted he'd prefer not seeing "The Town of Enfield" on the envelope.

Councilor Hall stated the Council received the report on the Police Safety Committee. She questioned whether the Board of Education received their copy.



**MOTION #2919** by Councilor Lee, seconded by Councilor Hall to suspend the rules to address Items 14 A1, A2, B1, D, E and F.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2919** adopted 10-0-0.

Chairman Kaupin congratulated and thanked the Cultural Arts Commission for the concert put on by the pianist, Paul Bisaccia. He noted they had a packed house, and this was wonderful music.

Chairman Kaupin stated he has communicated with the Enfield resident whose starting a brewery, and more information will be provided for him concerning water usage. He went on to note the Powder Hollow Brewery opening is scheduled for Sunday, November 23rd at 12:00 noon and there will be a grand opening the following Saturday.

He stated the next quarterly meeting is scheduled for Monday, November 24<sup>th</sup> at Prudence Crandall Elementary School.

He noted Fermi High School is having their Safe Graduation auction on Friday, December 5<sup>th</sup> at the Elks Hall.

Chairman Kaupin stated the Torchlight Parade and Carol Sing has been moved to Saturday, December 6<sup>th</sup> at 6:00 p.m.

Councilor Deni stated it's not too late to donate to Wreaths Across America, which takes place on Sunday, December 13<sup>th</sup>.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Coppler stated the Water Pollution Control Authority met earlier this evening and discussed providing a credit adjustment to users of the sewer system for significant water usage related to irrigation. He noted the Town will be mailing out a complete packet of information that outlines how a resident would go about seeking a credit adjustment. He stated the Town will require supporting information in the form of two years previous bills. He noted the resident would fill out the form and return it no later than January 30<sup>th</sup>. He explained a subcommittee of the Water Pollution Control Authority will review the requests. He noted this is a one-time only credit for this year. He pointed out they strongly encourage people who have significant water usage to get a deduct meter. He stated a plumber or irrigation company should be able to provide and install a meter.

Councilor Szewczak questioned if it will be part of the building permit requirement when people put in a new system. Mr. Coppler stated they will have to determine whether they can require that.

Councilor Lee stated there is no fee associated with owning a deduct meter and submitting readings. Mr. Coppler stated there will be periodic audits of deduct meters to be sure they're working properly and that the Town is getting correct information.

Councilor Lee requested the Town Manager explain what a deduct meter is, and Mr. Coppler explained such a meter is installed in the system after the main meter, i.e., it's usually located just before it goes out to the irrigation system or the outside spigot. He noted the meter reads how much water is passing from the main system in the home to and through the irrigation system. He stated the Town would subtract that usage from the meter reading that the Town is getting from the water company so they can come up with the usage that will be billed as part of the sewer fee.

Mr. Coppler spoke about the sewer and water line insurance program. He explained this is a program that was approved by the Town Council because of their partnership with the National League of Cities (NLC). NLC had a vendor that provides that insurance for residents to protect their investments in the water and sewer lines should they break. He stated the vendor does the mailing and pays for the mailing, and the Town spends no money in that process. He explained as part of a three-year agreement that the Council adopted, the vendor is allowed to use the Town's name in their marketing information.

Mr. Coppler referred to the school security evaluation report, which the Council recently received. He noted that report was mailed to Dr. Schumann at 9:21 a.m. on Friday.

Mr. Copper invited Public Works representatives to speak about road work.

Mr. Bilmes stated the Town completed 34 miles of road work this year. He feels this was a terrific effort, and he commended Town staff for this accomplishment.

He stated they send out a letter to every resident on the streets that are being reconstructed, and a public meeting is held to inform residents what to expect. He noted as they get closer to the construction, they send out another letter. He stated after construction starts, they use the website to keep everyone up-to-date. He noted they are trying to keep the public informed.

Mr. Taylor spoke about manholes. He noted the Town's specification allows no more than a one-inch drop from the road elevation to the manhole cover. He noted they estimate their resurfacing program effected about 1,000 manholes, and they found 16 were out of spec. He stated since that time 12 manholes have been repaired, and there are four more that the contractor still has to address. He went on to note that another situation with the manholes had to do with 15 manhole covers being too thin. He noted this would not be a contractor error, but rather these manhole covers are non-standard, and they will be replaced with new covers this week.

Mr. Taylor stated if the one-inch drop spec still doesn't meet the needs of the Town of Enfield, there might be some things they can do to make that one inch less even though it's a widely used standard.

Mr. Taylor stated there's a seam or joint in the road because they can't pave a road in one pass. He explained a paver isn't wide enough to pave a 24 or 30 foot road with one pass. He noted South Road is so wide that the paver had to make three passes. He noted they try to place the seam in the middle of the road where it receives less stress. He pointed out several years ago, someone came up with a new method called a notched wedge joint, which allows for better compaction, and this will allow the joint to last longer and keep water from penetrating.

Mr. Nunes spoke about Kimberly and Eileen Roads. He noted Eileen Road was the focus of a couple steep driveways. He stated in the end when the road construction is done, the driveway aprons will be better. He noted they've been in contact with the residents concerning this issue. He stated they expect to complete paving the top course on Eileen Road sometime this week, and Kimberly will be paved with a binder by the end of the week.

He stated in regards to the 2014 road reconstruction project as a whole, Ridge, Rocket and Bon are completed.

As concerns Charnley Road center lines, Mr. Taylor stated there's a standard that all jurisdictions in the United States are suppose to follow in regard to traffic control devices, i.e., pavement markings, signs and traffic signals. He noted since he has been here, he's trying to make an effort to deal with the poor or illegal practices that he sees around town in regard to traffic control devices even though the Public Works Department is not the local traffic authority. He noted they do not have the legal authority to determine where traffic control devices are placed. He stated he is unable to say why Charnley Road got a single yellow center line, or when that happened. He noted according to the latest edition of the Manual on Uniform Traffic Control Devices, a single yellow solid line is strictly prohibited as a center line for a road. He stated in 2014, Public Works resurfaced Charnley Road, and knowing it had a center line and knowing it was not a legal center line, they placed a double yellow line.

Councilor Arnone questioned why some catch basins were eliminated. Mr. Nunes stated catch basins have not been eliminated.

Councilor Arnone voiced his support of spending a little extra to address the manhole issues and tightening up a little on the specifications.

Councilor Deni voiced concern about the road settling and manhole covers being higher. Mr. Taylor stated if the manhole and road surface are stable, it shouldn't be a concern, and he doesn't believe that will be a problem on reconstructed roads.

Councilor Deni agreed with Councilman Arnone in that they should make the tolerance a little less on manhole covers.

Councilor Cekala questioned whether there are some unacceptable seams or joints, and Mr. Taylor responded there are some instances where they are not because they exceed

the three-eighths of an inch. Councilor Cekala questioned who is responsible for this, and Mr. Taylor responded the contractor is responsible, and the contractor is already aware certain areas are out of spec.

Councilor Cekala questioned whether it's one or several contractors involved in the road work. Mr. Taylor stated for the paving preservation program, it's one contract, but they employ subcontractors.

Councilor Cekala questioned if this is the normal amount of mistakes that have been made by a contractor. Mr. Taylor stated this is one of the better paving jobs he's ever seen. He noted there are always problems, and they are rather minor in the grand scheme of things. He stated the Town's primary interest is making sure contractors compact material properly and that it lasts.

Councilor Bosco requested Windmill Road be looked at because he heard some cracks opened up in that road.

Chairman Kaupin referred to the seams on South Road and noted there was a long delay between the laying of lanes. He questioned how they can properly bind seams with this gap in paving. Mr. Taylor noted the notched wedge joint addresses that issue because it's not perpendicular, but rather it's wedged, and they're able to compact that pretty well.

Chairman Kaupin stated he would like the seams on South Road looked at since he hydroplaned on those seams today when it was raining.

Chairman Kaupin questioned if Enfield has an excessive amount of manhole covers that fall within the travel lane versus somewhere else. Mr. Taylor agreed it seems that way.

As concerns Charnley Road, Chairman Kaupin questioned whether there's a regulation that requires a line on that road. He stated if not, can it be removed by painting that line black. Mr. Taylor stated the manual does not require it on a road like that, and it's discretionary by the legal traffic authority. He added it won't be easy to paint over that line because those pavement markings are meant to last. Mr. Coppler stated he can query the Police Department to research the rationale for striping that road. Mr. Taylor stated an alternative method would be to grind off the pavement marking.

Chairman Kaupin questioned whether they will re-align the traffic light at the intersection of South and Raffia Roads since they realigned that intersection. Mr. Taylor stated they can do that in consultation with the legal traffic authority.

Chairman Kaupin stated the lines have not been painted at the intersection of South Road and Hazard Avenue. Mr. Nunes stated there's some deficient pavement at that intersection, and that will be re-done. He noted it should be done this week.

Chairman Kaupin referred to the crosswalk at the Hazardville Memorial side entrance and questioned when that will be done. Mr. Coppler stated that's not part of the project,

therefore, the Town would have to address this. He added the traffic authority doesn't believe that's a safe thing to do, but it is something they're looking to do.

Chairman Kaupin questioned if the curbing on North Street is appropriate. Mr. Nunes explained that curbing is designed to keep the water in the gutter line.

Chairman Kaupin stated he hasn't heard back concerning the issue at Stardust and Jewell Streets regarding the driveway.

He referred to the utility cover on Bright Street being too high, and he requested this be looked at.

He referred to manhole covers on Rosanne Street that were patched, but Mr. Walsh reported it was poorly done.

Chairman Kaupin referred to the intersection at Post Road and Post Office Road and noted there was a lot of ponding at that intersection today.

Councilor Szewczak questioned if South Road is crowned less than it was before so that the water runoff is slower. Mr. Nunes stated the shape of the road should be the same. Councilor Szewczak stated there's quite a bit of water accumulating on South Road.

Councilor Cekala questioned whether there's been any thought about putting in a dip on Taylor Road near Nathan Hale School to slow down traffic. Mr. Taylor stated he would consider that to be a traffic control device that they'd have to look at.

Councilor Lee questioned who would be the person to check the spec on the manhole covers on state roads, and is the state spec different than what is used locally. Mr. Taylor stated he did not believe the state spec is different from the local spec, but they'd refer that to the Town Manager and the State DOT.

### **Energy Strategy Report**

Present for this report were Derrik Kennedy and Steven Weisman, Vice President, Energy Management Services of Peregrine Energy Group, Inc.

Mr. Kennedy stated this process has been going on for several years. He noted the Clean Energy Committee did a lot of work to secure the Bright Ideas grant funding that helped the Town get a consultant to develop an energy strategy. He explained one of the components of the Clean Energy Communities Program is that communities must have an energy strategy, which helps communities qualify for grants. He noted only a quarter to a third of the communities that are considered clean energy communities have that plan. He stated simply by completing this, they're ahead of the curve.

He stated last November, they got \$15,000 from the Bright Ideas grant. He noted they did an RFP for an energy consultant to help the Clean Energy and the Town devise a strategy. He stated they chose Peregrine Energy as their consultant.

Mr. Weisman stated Peregrine Energy is a Boston-based company, and they do a lot of work in Connecticut, primarily assisting with performance contracting. He noted for several communities they developed strategies, and they do the same in many Massachusetts and New Hampshire communities.

He stated the Clean Energy Committee is committed to providing leadership in town-wide efforts to reduce energy use without compromising quality of life. He noted the other primary focus of the committee is to encourage the increased use of renewable sources as an alternative to fossil fuel by all sectors.

Mr. Weisman stated in June, 2014, his company was engaged by the Town to assist the Clean Energy Committee to create a town-wide plan. He noted they've been engaged with three primary activities with the first being to facilitate committee activity around developing objectives and goals for all sectors; to look at Town buildings and other municipal energy end uses to try and quantify what those opportunities are for energy reduction and to draft a municipal energy strategy, which is one component of the larger town-wide strategy that the Committee wants to put forward for the Council's endorsement.

He stated they chose 2013 as the baseline year for their work because at the point they started that was the year when complete information was available. He noted in looking at all expenses for energy, they found that Enfield currently spends over \$4 million dollars for energy for wastewater, transportation, buildings and street lighting. He stated businesses and residences also use and spend a large amount of money for energy for a variety of uses, i.e., space heating, cooling, etc. He noted most of the energy consumed by Enfield residences and businesses is produced by fossil or nuclear fuel. He stated funds spent for energy are funds that are not available for other purposes. He noted that's particularly an issue for the municipality of Enfield where if 25% of the energy could be deferred to other purposes, that would mean a million dollars in the operating budget that could be redirected for other purposes.

Mr. Weisman stated there are many decisions being made in Enfield all the time that probably have an impact on current or future energy use, but it may be that energy is not really in anyone's mind when those decisions are being made. He pointed out that is because energy impacts for most community are not a criterion in decision-making. He stated one of the goals in having a formal strategy is to make those energy impacts more tangible and formalized to the extent that energy costs and reducing energy costs are important to the Town.

He stated the targets in the energy strategy are municipal government, specifically existing buildings, new buildings, street lighting and vehicle use.

Mr. Weisman provided a pie chart illustrating the distribution of energy for the Town for 2013 as well as the distribution of energy cost. He noted 72% is consumed by buildings; vehicles consume 20% and 8% is consumed by street lights.

He stated in working with the Clean Energy Committee, they identified five primary general strategies to govern municipal energy use. He noted the first is to reduce energy use wherever practical while maintaining Town responsibilities in a comfortable workplace. He stated another strategy is to invest in more energy efficient systems, equipment and technologies whenever cost effective. He noted in purchasing they should focus on life cycle costs rather than first costs. He stated life cycle costs means energy use over the life of a product or a project and the maintenance cost over the life of a project, which might actually turn out to result in a very different decision than choosing the least expensive product. He noted increasing the use of renewal energy sources is a general theme throughout the energy strategy for municipalities, for residences and for commercial buildings. He noted like any other plan, they establish goals and track how they're doing and make adjustments. He stated the Committee feels that's really critical for Town government if they're committed to making these changes.

Mr. Weisman stated natural gas is the largest energy source, but electricity accounts for 71% of the building energy expense. He noted schools account for 85% of the natural gas in buildings and 70% of the electricity use. He stated that is not unusual considering the square footage of school buildings compared to municipal buildings. He noted this says that if they're to put together a strategy for generating cost savings and energy use savings, they need to focus on the schools.

He stated as part of Peregrine's scope of work, they did site visits and identified opportunities for energy cost savings in all the municipal buildings. He noted generally speaking, they found there's significant opportunity for improvements in municipal buildings. He stated they believe Town Hall could have a 40% to 45% reduction in energy use below its current energy use. He noted there are many buildings that are outside of what they'd consider to be the expected range given the building age, size and use. He stated there's very high energy use at the water pollution control plant.

Mr. Weisman stated they divided the goals into two major categories – energy efficiency or renewal energy for Town government, including schools. He stated it's believed increasing efficiency by 20% in five years through a diversified program is easy. He noted they identified almost 25% in their cursory analysis.

He stated there are some interesting things happening in Enfield, which could perhaps increase opportunities, i.e., work being done at the water pollution control plant and the high school expansion. He noted in terms of new construction and major renovations, they should avoid lost opportunities because they should always construct the most energy efficient building possible.

As concerns renewal energy, Mr. Weisman stated the goal is to incorporate renewables wherever feasible and cost effective in existing buildings and for new buildings always include renewables.

Mr. Weisman spoke about vehicle energy use and noted a lot of money is being spent in this area at a cost of over \$800,000. He noted it's believed they should be able to increase fleet efficiency by 20% in five years. He stated there are maintenance practices that can reduce fuel use. He noted vehicle idling policies are another good opportunity. He stated there's the opportunity to de-commission inefficient vehicles, and there's the opportunity to purchase the most energy-efficient vehicles available.

He stated if the Town converts to LED street lights, they can reduce energy costs by 50%. He noted Enfield owns its lighting, and an LED conversion probably has a ten-year simple payback.

He noted the last two areas are residential strategies and commercial strategies. He stated the themes of these are very much the same as for municipal strategies. He noted in the residential sector, there are a lot of programs offered through CL&P. He stated the trick is to increase participation, and it's reasonable to encourage 20% of the homes to achieve a 20% reduction over five years just through using existing utility programs. He noted in new construction, there's an Energy Star Homes Program, which has a much higher standard than typical building standard.

Mr. Weisman stated the committee has been very active through the Solarized Program, and they believe the number of solar installations can be increased by 50% each year. He noted ideally in five years all new construction will be solar ready or include solar.

He stated with the commercial sector, it's very similar. He noted the big opportunity is energy reduction, extensive utility programs, and the strategies really focus on achieving reductions in as many businesses as possible by using those programs.

As concerns next steps, Mr. Weisman stated the committee hopes that the Council will endorse the municipal energy strategy, identify actions to be taken, specific timelines, roles and responsibilities, metrics and a mechanism for evaluating progress. He noted beyond that the committee hopes the Town and committee can work together with the community to implement strategies for the residential and commercial sector.

Mr. Kennedy stated a lot of time and effort was put into this, and this is really important for the Town of Enfield. He noted the Clean Energy Committee has dedicated itself to this, and they will be imposing themselves a little more on the various other boards and commissions that have cause and effect for energy use in the future. He stated they're strongly seeking an endorsement of the policy by the next meeting.

Melissa Everett, Chairperson of the Clean Energy Committee, joined the discussion.



Councilor Lee questioned if this is a complete inventory of buildings. Mr. Kennedy stated Peregrine went through the main Town facilities – all schools and main facilities.

Councilor Arnone stated he and Councilor Szewczak serve as liaisons on this committee. He stated his hope the entire Town Council thoroughly reviews this report. He expressed his appreciation to everyone who worked on this strategic plan.

Councilman Hall questioned if they're advocating spending a certain amount of money over a period of time, or is there a plan of implementation for any of the priorities and what's the top priority.

Mr. Weisman stated these may be called priorities, but they're really categories. He noted category one includes items that cost very little relative to the amount of savings. He stated the second category is technology that might be replaced, i.e., there's better lighting available now, and they could go from fluorescent to LED lighting. He noted the third category is very different and this involves infrastructure, i.e., heating systems and everything else. He stated that type of equipment is too expensive to replace just to save energy even though new equipment is probably more efficient than the 20 to 40 year old equipment within a building. He noted in this plan they've identified within all facilities that equipment which is at the end of its useful life or approaching the end of its useful life. He stated they are saying philosophically when they replace that equipment, if they go with the more efficient equipment, they harvest the energy savings.

Mr. Kennedy stated the Town of Enfield is moving forward with looking at performance contracting. He noted they went through the State process and did an RFP for companies to come in and give the Town their best pitch as to what they can do for the Town at certain costs, and the Town selected Honeywell. He stated they will be coming before the Town Council over the next several months explaining what performance contracting is and why it's a great method to fund these types of major CIP initiatives without increasing taxes. He noted through that process, the State allows for municipalities to have an owner's agent or a third party administrator, and because they worked so well with Peregrine, Peregrine is also their owner's agent while they work with Honeywell. He stated Mr. Weisman is working with them to be the independent check on the vendor, and he will also be working with the Council when they get to that discussion period of performance contracting.

Councilor Hall questioned if the performance contract went out to bid, and Mr. Kennedy responded yes and explained the initial process was a state bid itself, therefore, they already did the RFQ on all the vendors that municipalities could possibly choose. He noted from there, he had a 13-company list to which they could send out RFP's, and through that process they selected Honeywell. He pointed out he has all the back-up documentation on this.

Councilor Szewczak requested the Bright Energy grant be explained. Ms. Everett explained the Bright Idea grant is actually given by CL&P to towns that have met goals in energy efficiency. She noted a lot of work was done by earlier members of the Enfield

Clean Energy Committee by building up the points to qualify for that grant. She stated they can qualify for that grant every year. She stated this is what allowed them to bring in Peregrine.

Mr. Kennedy stated in order to qualify for this grant, the Town needs 100 points, which can come from residential solar installations or projects that the Town is working on. He pointed out these grants have to be earned, and the grants are \$5,000, \$10,000 or \$15,000, and Enfield received a \$15,000 grant last year, and as long as Enfield continues to maintain the 100 points, there's no reason why they shouldn't get another grant. He stated they should get another grant this year based on Enfield's points because they've done so much with solar energy.

Ms. Everett stated there are two silos of grant qualification. She noted energy efficiency points get the Bright Idea grant. She stated there's also an Innovations grant. She explained to qualify for the next Bright Idea grant, they have to earn points and meet a commitment that the Town has made every year to reduce its energy use a little and they must actually achieve those reductions.

Councilor Bosco questioned if some performance contracting was done at one of the schools. Mr. Kennedy stated in 2008, the Town did try performance contracting on a wide scale, which failed at referendum. He noted he will bring forward performance contracting again next year. He stated in order to use this as a test case under the bid limit, they did performance contracting at Henry Barnard School, and they had one full year review and they saved \$22,000 in one year and exceeded more than what was anticipated.

Chairman Kaupin stated this will be on the agenda for the first meeting in December.

### **TOWN ATTORNEY REPORT**

Chairman Kaupin requested the Town Attorney look into the newspaper article about the Supreme Court ruling Enfield is liable for sidewalk fall injuries. He questioned what the impact would be since the Town has sidewalks on Town and State property.

### **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

#### **Enfield High School Renovation Building Committee**

There was no report this evening.

### **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

All Town Council appointments remained tabled.

## **APPOINTMENTS (TOWN MANAGER)**

**MOTION #2920** by Councilor Stokes, seconded by Councilor Arnone to remove Item #6 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2920** adopted 10-0-0.

**MOTION #2921** by Councilor Hall, seconded by Councilor Cekala to accept the Town Manager's recommendation to appoint April Mattoon (D) to the Fair Rent Commission for a term which expires 6/30/15.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2921** adopted 10-0-0.

All other Town Manager appointments remained tabled.

Items C., D., E., and G. remained tabled.

**MOTION #2922** by Councilor Stokes, seconded by Councilor Deni to remove Item F. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2922** adopted 9-0-1, with Councilor Bosco abstaining.

**MOTION #2923** by Councilor Lee, seconded by Councilor Arnone to remove Item F. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2923** adopted 9-0-1, with Councilor Bosco abstaining.

## **NEW BUSINESS**

Items B and C remained on the agenda.

## **ITEMS FOR DISCUSSION**

All items have been moved to Miscellaneous.

## **MISCELLANEOUS**

**MOTION #2924** by Councilor Hall, seconded by Councilor Stokes to approve the Consent Agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2924** adopted 10-0-0.

### **APPOINTMENTS (TOWN COUNCIL)**

**NOMINATION #2925** by Councilor Arnone to appoint Marie Davis (D) to the Cultural Arts Commission for a term which expires 5/31/16.

**MOTION #2926** by Councilor Stokes, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2926** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marie Davis appointed to the Cultural Arts Commission by a 10-0-0 vote.

**RESOLUTION #2927** by Councilor Arnone, seconded by Councilor Hall.

WHEREAS, recycling and diversion of materials in the waste stream saves money for Enfield taxpayers and is consistent with state law and regulations;

WHEREAS, textiles have been found to account for up to 5% of the waste in landfills;

WHEREAS, the Town of Enfield is a member of the Central Connecticut Solid Waste Authority (CCSWA) and Public Works staff has participate in a procurement process for textile recycling through the CCSWA;

WHEREAS, Bay State Textiles, Inc. was selected to provide textile recycling services by the CCSWA;

WHEREAS, a Master Agreement has been executed between CCSWA and Bay State Textiles, Inc;

WHEREAS, the Town of Enfield wishes to participate in this textile recycling program and to do so must execute a Participation Agreement with Bay State Textiles, Inc;

WHEREAS, the Town's participation in this recycling program is consistent with prior actions related to waste diversion and recycling drop off services at 40 Moody Road and the Transfer Station on Ecology Drive;

WHEREAS, the location of the textile collection boxes are delineated in the Participation Agreement and would be limited to two (2) locations, 40 Moody Road and the Transfer Station on Ecology Drive; and

WHEREAS, participation in the CCSWA initiated textile recycling program has the potential to save the Town of Enfield in excess of \$15,000 annually,

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council hereby authorizes the Town Manager to enter into a Participation Agreement related to textile recycling with Bay State Textiles, Inc.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2927** adopted 10-0-0.

**RESOLUTION #2928** by Councilor Lee, seconded by Councilor Stokes.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following revised Job Description in the Town budget for FY 14-15 for the Development Services Department.

Ms. Hendricson explained the emphasis needed to be more on the outward zoning enforcement in the field. She stated using the model that they know works well with the Blight Ordinance, they thought it would be best to re-examine the zoning enforcement function and go for two part-time zoning enforcement officer positions instead. She noted it's believe that will be more productive and that will provide the resources to administer the Town zoning regulations for the residents and businesses. She stated it's hoped when they have two part-time zoning enforcement inspectors added to the team of the two blight inspectors they will all be cross trained and be able to do both functions so they're increasing their depth in the enforcement out in the field. She added as part of the upcoming budget, she will submit a more comprehensive staffing plan for Planning & Zoning to reflect those vacancies. She stated in the meantime the funding would be taken from that former zoning enforcement supervisor position, therefore, there would be no negative budget impact at this time.

Councilor Lee questioned if the two blight employees will be moved into this position or is this a new hire effort. Ms. Hendricson stated they will stay as blight property maintenance inspectors. Mr. Coppler stated once these inspectors are certified, they could fulfill both duties. He noted as they fill these positions, they hope to hire someone who is certified. He pointed out their goal is to have multiple certified people.

Councilor Hall questioned if they're putting in two non-certified employees, how will they legally sign off on things. Mr. Coppler stated one of the Assistant Town Planners is certified.

Councilor Hall stated if they're going out in the field, and they're not certified, is the Town legally covered, and Mr. Coppler responded yes. He added in the end, the legal piece is the zoning enforcement person with the certification signing documents.

Councilor Hall questioned if this changes hours, benefit package or pay, and Mr. Coppler stated they are all part time.

Councilor Szewczak questioned who these part-time employees will be reporting to, and Ms. Hendricson stated currently they're reporting to the Acting Director of Planning & Zoning, which is Peter Bryanton. She stated it's hoped through the budget process, they're going to formalize that position.

Councilor Szewczak questioned who will be overseeing Wetlands, and Ms. Hendricson stated Ginny Higley, the Assistant Planner, oversees Wetlands, and they don't foresee that changing.

Councilor Bosco stated his impression the organization appears top heavy. Mr. Coppler stated when they went to the current position, it was at a savings of money. He noted adding an Assistant Town Manager in Development Services was to get someone with the experience, knowledge and abilities that will make things a lot more efficient.

Councilor Bosco stated he's happy with what's in place right now, and he feels Ms. Hendricson does a fabulous job, however, it appears they're going to add another layer of top management. Mr. Coppler stated the reason they have to do that is that they have to bring in someone who is acceptable to Planning & Zoning.

Councilor Bosco stated this means they will be getting rid of one of the Assistant Town Planners and putting in a full Planner. Mr. Coppler stated they will keep the two Assistant Town Planners. He pointed out the staff they have today is costing less than what was spent three years ago for the same number of people.

Councilor Hall questioned if this job will be posted, and Mr. Coppler responded yes, they will be doing active recruitment.

Councilor Edgar stated he would like a legal opinion from the Town Attorney concerning what they've been doing and if it's legal. Mr. Coppler indicated he'd make that request.

Councilor Arnone questioned who will be covering the land use commissions, and Ms. Hendricson stated at this time Ginny Higley is acting as the Zoning Board of Appeals liaison.

Councilor Szewczak questioned if there's any obligation for an employee to work a certain period of time for the Town of Enfield if the town sends them to school for their certification. Mr. Coppler stated historically, they haven't made that a requirement.

Councilor Lee invited Ms. Hendricson to share what the Building Department was up to last month. Ms. Hendricson stated October was the biggest month in the Building Department since 2000. She noted they issued almost 300 permits, and they brought in about \$195,000 in permit revenue, and that was translated into \$9 million dollars in construction value. She stated there's no sign of things slowing down.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2928** adopted 9-0-0. Councilman Bosco absent at the vote.

**RESOLUTION #2929** by Councilor Stokes, seconded by Councilor Arnone.

BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager to enter into a Memorandum of Understanding with Eastern Central Narcotics Task Force for a period of 12 months from the time the Memorandum of Understanding is signed.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2929** adopted 10-0-0.

### **PUBLIC COMMUNICATIONS**

Maureen Mullen, 1625 King Street

Questioned how people exit Town Hall in an emergency, and Chairman Kaupin stated wheelchairs would exit out the front door and down the handicap ramp.

Ms. Mullen stated that's a long way to go if there's a fire in this area. She questioned if there's something that could be set up in the back of this room for an emergency.

Mr. Coppler stated at each of the landing spots on the different floors, there are areas of refuge, and a staff member would remain with that person, and the fire departments are already aware of this and they would send crews in to assist the individual who has difficulty exiting the building.

### **COUNCILOR COMMUNICATIONS**

There were no comments by the Council.

### **ADJOURNMENT**

**MOTION #2930** by Councilor Deni, seconded by Councilor Arnone to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2930** adopted 10-0-0, and the meeting stood adjourned at 10:12 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

## DISPOSITION OF TOWN-OWNED SURPLUS PERSONAL PROPERTY

### Sections

- I. Purpose.
- II. Definitions.
- III. Guidelines.
- IV. Responsibility for administration.
- V. Determination of value.
- VI. Report to Town Manager—Initial procedure.
- VII. Surplus Property valued at less than two thousand dollars.
- VIII. Surplus Property valued at two thousand dollars or more.
- IX. Exceptions.

#### I. Purpose.

The purpose of this chapter is to establish a procedure for the disposition of Town-owned surplus personal property.

#### II. Definitions.

For purposes of this chapter, the following words or phrases shall have the meanings indicated below.

- A. **Surplus Property** means tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town.
- B. **Town Department** means
- C. **Town Manager** means the Town Manager of the Town of Enfield or his designee.
- D. **Value** means an estimate of the reasonable market value of surplus property in “as is, where is” condition.

#### III. Guidelines.

Surplus property shall be disposed of in a manner that is in the Town’s best interests. Factors to consider in determining the Town’s best interests include, but are not limited to:

- A. Possible future needs of the Town;
- B. Present value of the property;
- C. Likelihood of locating a buyer;
- D. Intergovernmental cooperation;
- E. The general welfare of the citizens of the Town.



**IV. Responsibility for administration.**

The Town Manager is responsible for the administration of this chapter. The Town Manager shall coordinate the disposition of surplus property and shall assist the Town Council in determining the best method for disposal thereof. Town departments shall cooperate with the Town Manager to ensure the most efficient and beneficial disposal of surplus property.

**V. Determination of value.**

A Town Department wishing to dispose of any of its surplus property shall estimate the value thereof. If the Department responsible for the property is unable to estimate its value, the Town Manager shall determine the value.

**VI. Report to Town Manager—Initial procedure.**

A Town department responsible for tangible personal property which it wishes to declare as surplus property shall provide the Town Manager with a description of the property, its location, its condition, and its value.

**VII. Surplus Property Valued at Less than Two Thousand Dollars (\$2,000).**

The method of disposition of surplus property, the value of which is determined to be less than two thousand dollars (\$2,000), shall be determined by the Town Manager after consideration of the Town's best interests, consistent with the guidelines herein.

**VIII. Surplus Property Valued at Two Thousand Dollars (\$2,000) or More.**

The method of disposition of surplus property, valued at two thousand dollars (\$2,000) or more, must be approved by a majority of the Town Council in accordance with the following procedure:

- A. The Town Manager shall present a report to the Town Council which shall include the basis for the estimated value of the surplus property and a recommendation regarding the manner of disposal. Such recommendation shall be based on guidelines provided herein to determine the best interest of the Town.
- B. With Town Council approval, the Town Manager may dispose of the surplus property in one of the following ways:
  1. Public auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the address of the auction;
  2. Internet auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the website address for the auction.
  3. Solicitation of written bids with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the bid opening;

4. Negotiated sale to one or more designated buyers with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the proposal deadline;
  5. Transfer to another governmental agency at or below value; or
  6. Lease or loan of the surplus property.
- C. The Town Manager may request Town Council authorization to dispose of surplus property in another manner.
  - D. The Town Council by resolution shall determine whether and in what manner the surplus property should be disposed.
  - E. If the Town Manager is unable to dispose of the property in the manner specified by Council, the Town Manager shall report back to the Council and make a recommendation for further action.

**IX. Exceptions.**

If Town ordinances and the Connecticut General Statutes impose special conditions for the disposition of municipal property, Town officials shall comply with those requirements, treating them as limited mandatory exceptions to this chapter.

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**Resolution Setting a Public Hearing to Amend Chapter 2 of the Town Code of Enfield,  
Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics**

**WHEREAS**, the Town of Enfield Ethics Commission has made recommendation to the Enfield Town Council for amendments to Chapter 2, Article III. Boards and Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code; and

**WHEREAS**, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendments.

**NOW, THEREFORE BE IT RESOLVED**, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, December 15, 2014 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendments to Chapter 2 of the Town Code of Enfield, Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics Ordinance.

Date Prepared: November 24, 2014  
Prepared by: Town Manager's Office

## ETHICS COMMISSION; CODE OF ETHICS

Sec. 2-121. - Definitions.

Sec. 2-122. - Declaration of policy and purpose.

Sec. 2-123. - Establishment of ethics commission.

Sec. 2-124. - Adoption of rules of procedure.

Sec. 2-125. - Procedure for receiving and hearing complaints.

Sec. 2-126. - Report of recommendations to town council. Sec. 2-127. - Notice.

Sec. 2-128. - Conflicts of interest.

Sec. 2-129. - Code of ethics.

Secs. 2-130-2-150. - Reserved.

Sec. 2-121. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Close relative* means the parents, grandparents, brother, sister (including in-laws), spouse, child, grandchild, step-child, son-in-law, daughter-in-law, and also any person ~~relation~~ who is domiciled in the employee's individual's household.

*Commission* means the ethics commission.

*Conflict of interest* means a public official or municipal employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest if he has reason to believe or expect that he or a close relative of his will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official or municipal employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest if any benefit or detriment accrues to him as a member of a business, profession, occupation or group to no greater extent than any other member of such business, profession, occupation or group. Conflict of interest exists if:

- (1) A public official or municipal employee or a close relative of such official or employee has a financial or personal interest in the outcome of any matter under consideration before him in his official capacity within or before his department or a board or commission of which he is a member.
- (2) A public official or municipal employee accepts employment which will either impair his independence or judgment with regard to his official duties or require him to disclose confidential information acquired by him in the course of his public duties.

*Criminal misconduct* means a violation of the law as defined in G.S. title 53.

*Financial interest* means any interest in the result of a discretionary public action in which an individual derives or expects that he will derive economic and/or pecuniary gain or loss to himself or a close

relative of the individual or to any organization in which said individual and his close relatives hold a five percent or more ownership interest.

*Gift* means a payment, subscription, advance, forbearance, rendering of service, deposit of money, or anything of value unless consideration of equal or greater value is transferred in its place. The term "gift" shall not include a political contribution otherwise reported as required by law; services provided to support a political candidate or political party without compensation by persons volunteering their time; a commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; anything of value received because of a family or other close personal relationship with the donor; food or beverage or both, consumed on a single occasion, the cost of which is less than \$50.00 per person per calendar year; an occasional non-pecuniary gift, insignificant in value; an award publicly presented in recognition of public service or any gift which would have been offered or given to him if he were not a public official or municipal employee.

*Municipal employee* means an individual working for salary or wages from the town, including board of education employees, whether on a part-time or full-time basis and whether a member of the classified or unclassified service but does not include the town manager or the town attorney. The services performed by this individual are controlled by the town not only as to result to be accomplished by work but also as to details and means by which result is accomplished.

*Person* means an individual, a business, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

*Personal interest* means an interest in either the subject matter or a relationship with the parties involved in a matter before the commission, board of department which may impair the impartiality expected of any such employee or official.

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*Public official* means any elected town officer and any individual, including the town manager and the town attorney, appointed to any town office, commission, board or department by the town council, board of education or the town manager.

#### Sec. 2-122 – Declaration of Policy

- (a) The proper operation of the municipal government of the town requires that all public officials and municipal employees, whether elected or appointed, paid or unpaid, shall be impartial and responsive to the public interest; that public office and employment should not be used for personal gain or advantage; and that the public have confidence in the integrity of municipal government. Public office is a trust conferred by public authority for a public purpose. Public officials and municipal employees should not place themselves in positions where private interests conflict with public duty. The administration of legislative or quasi-judicial power demands the highest public confidence. Anything which tends to weaken such confidence and to undermine the sense of security of individual rights which the citizen is entitled to feel is against public policy.
- (b) In recognition of these principles and pursuant to G.S. §§ 7-148(c)(10)(B) and 7-148h there is hereby established a code of ethics for all public officials and employees, paid or unpaid, of the town.

Sec. 2-123. - Establishment of ethics commission. (a)

- (a) *Commission created; general powers.* In accordance with the provisions of G.S. § 7-148h there is hereby created an ethics commission. This commission is empowered to investigate allegations of unethical conduct, corrupting influence, illegal activities or other behavior that would reflect adversely against the town levied against any municipal official, officer or employee. Allegations of criminal misconduct or violations of the state penal code will be referred to the division of police or state attorney's office upon receipt by the commission. This commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records and papers.
- (b) *Composition.* The commission shall be comprised of seven resident electors, none of whom shall serve the town in any other capacity, either as an elected or appointed member of a commission or board or be town employees or employees of the town board of education. Two of the appointed members will be designated as alternates by the town council. All members shall be appointed by majority vote of the town council. Of the five regular members, no more than two shall be of the same political party.
- (c) *Appointments.* All appointments to the commission shall be for overlapping terms of two years. Any regular member having served three consecutive two-year terms shall be ineligible for reappointment to the board for a period of two years. For individuals filling a vacancy, consecutive years of service shall commence with the beginning of the next appointment term. The two alternate members may fully participate in all hearings and discussions but may not vote unless a regular member steps aside or is not present at the time of the vote. No more than five members shall ever vote on any decision of the commission and, to be eligible to vote, the members must have been in attendance at all meetings at which relevant testimony was presented. A person will not be disqualified from serving on the commission if he has a member of his immediate family employed by the town or the town board of education; however, if an accused person is a family member or family member's supervisor or employed in the same department as a member of his family the commission member will be disqualified from voting and participating in the probable cause and formal hearing process on that particular matter. No member of the commission shall (i) hold or seek any public office or any office in a political party or political committee or be a paid lobbyist or salaried employee of any organization or association organized primarily for the purpose of influencing legislation or decisions of public agencies, nor (ii) shall have been so employed or engaged for a one-year period prior to his appointment.

Sec. 2-124. - Adoption of rules of procedure.

The commission shall adopt rules of procedure and regulations which it deems necessary to carry out the intent of this ordinance and the same and any amendments thereto shall be filed in the office of the town clerk and be available for public inspection. The discussions of the commission held in executive session are to be confidential. The minutes of the commission are public information and will be made available to the public through the town clerk's office.

Sec. 2-125. - Procedure for receiving and hearing complaints. (a)

(a) *Generally.* The commission shall receive complaints from any person of any alleged violation of the code of ethics. Any complaint received by the commission must be in writing on a form prescribed by the commission and signed under oath by the individual making said complaint before:

- (1) A judge of a court of record or a family support magistrate;
- (2) A clerk or deputy clerk of a court having a seal;
- (3) A commissioner of deeds or town clerk;
- (4) A notary public;
- (5) A justice of the peace; or
- (6) An attorney admitted to the bar of this state, ~~he shall be in violation of this section.~~

If the person intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function, he shall be in violation of this section.

(b) Notices and investigations. Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within ten business days (excluding weekends and holidays), notify in writing the person about whom said complaint has been filed, advising the concerned person of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The commission shall make a probable cause investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel or members of other public or private agencies. This probable cause investigation shall be held in compliance with G.S. § 7-148h, ~~and § 1-82a.~~ Not later than three business days after termination of the investigation, the commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making the finding. At any time after the receipt of a complaint, the commission may dismiss the complaint after finding there is no justification for such complaint; such notice of dismissal outlining its finding and summary of its reasons for making that finding, shall be given, in writing, to the complainant and the respondent. If the investigation finds that there is probable cause to believe that a provision of this Article has been violated, the commission by an affirmative vote of at least four members shall set a date for a hearing held in accordance with Rules of Procedure adopted by the Commission. ~~determine within 30 days after the mailing of the notice of such complaint whether a hearing is required. All hearings shall commence within 37 days after the receipt of the complaint by the commission.~~

(c) *Hearings.* In the event a hearing is held, the person against whom such complaint is filed shall have the right to counsel, to confrontation of all witnesses, to cross examination and to present

evidence on his behalf. The hearing will be held in open session. The hearing shall be conducted with no less than four members of the commission in attendance.

(d) *Enforcement officer and hearing officer.* The ethics commission may retain an ethics code enforcement officer, who shall be an attorney licensed to practice law in the state and who shall be selected by the town attorney. Such enforcement officer shall be available to assist the ethics commission by investigating complaints. In the event that a hearing is held after a finding of probable cause, the commission may retain a hearing officer, who, as in the case of the enforcement officer, shall be an attorney licensed to practice law in the state and who shall be selected by the town attorney. Such hearing officer shall attend the hearing and rule on all matters concerning the application of the commission's rules of procedure and the scope of the inquiry, as well as such other questions as may arise during the course of the hearing. Both the enforcement officer and the hearing officer shall be compensated on a per diem, case by case, basis. Neither of the above described officers shall have a vote in any decision of the commission.

Sec. 2-126. - Report of recommendations to town council. (a)

- (a) If an elected official or a council-appointed individual is the subject of the hearing, the commission shall report to the town council its findings as to a violation of the code of ethics, together with recommendations as to the disposition to be made.
- (b) If a municipal employee under the supervision of the town manager or a manager-appointed official is the subject of the hearing, the commission shall report in writing to the town manager its findings as to a violation of the code of ethics, together with recommendations as to disposition to be made.
- (c) If an employee or public official under the supervision of the board of education is the subject of the hearing, the commission shall report in writing to the board of education its findings as to a violation of the code of ethics, together with recommendations as to disposition to be made.
- (d) The town council, town manager or board of education shall meet with the commission to consider such findings in open session. The council, town manager or board of education shall then determine what disposition shall be made; such decision shall be made within 30 days of the issuance date of the ethics commission's findings and recommendations. Violation of any provisions of this division should raise conscientious questions for the council member or other public official or municipal employee concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the town.
- (e) Violations by members of the classified service constitute a cause for suspension, removal from office or employment or other disciplinary action by the town manager. Sanctions shall include, but not be limited to, suspension, censure, recommendations to the town manager of dismissal of an employee, removal of an appointed official by the appointing authority and public recommendation to an elected official that he resign from office. Notification of such disposition shall be given orally immediately to the person about whom said complaint has been filed and in writing by certified mail, to said person within 30 days after receipt of the report by the town council, town manager or board of education from the commission.



Sec. 2-127. - Notice.

- (a) All notices required under this division shall be sent by registered or certified mail, return receipt requested.
- (b) The mailing address of the ethics commission shall be P.O. Box 419c/o Town Manager 820 Enfield Street, Enfield, CT 06083-0419 and forwarded unopened to the Chair of the Ethics Commission. Correspondence may be opened only by the commission chair or his designee.

Sec. 2-128. - Conflicts of interest.

Any public official or municipal employee who, in the discharge of his official duties, would be required to take an action that would affect a financial interest of himself or a close relative of his or a business in which he and his close relatives have an ownership interest of five percent or more, shall be excused from voting or deliberating or taking action on the matter if he so requests, but if he does not make such request, he shall, if he is a member of a legislative body, town commission or board, prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict and explaining why, despite the potential conflict, he is able to vote and otherwise participate fairly, objectively and in the public interest and deliver the original written statement to the town manager who will forward it to the ethics commission and enter a copy of the statement in the minutes of the body, commission or board of which he is a member. If he is not a member of a legislative body or board or commission, he shall prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict and deliver a copy of the statement to his immediate superior who shall assign the matter to the ethics commission.

Sec. 2-129. - Code of ethics.

- (a) *Generally.* The requirements herein set forth shall constitute a code of ethics establishing reasonable standards and guidelines for the ethical conduct of public officials and municipal employees. Such ethical conduct may separately involve the effect of a particular action and the intent of the parties involved, with the commission investigating and reporting on both. The following enumeration of certain activities does not eliminate unethical activities not listed in this division. Allegations of unethical conduct, corrupting influence or illegal activities levied against any municipal official, officer or employee except as hereinafter mentioned will be investigated by the commission. All professional employees and officials of the town including, but not limited to, accountants, attorneys, engineers and school teachers, shall also be required to conform to the canons or code of ethics of their profession. Allegations or complaints concerning sworn police officers and animal control officers, excluding all officers above the rank of lieutenant, received by the commission will be referred to the director of public safety for investigation and disposition in accordance with the procedures authorized in the Enfield Police Manual and Chapter V, Section 10 of the Town Charter. A record of such referrals will be maintained by the commission. The chief of police will notify the director of public safety and the commission of the results of such investigation and final disposition of the matter.
- (b) Interest in contract or transaction. No public official or municipal employee having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the town shall:

- (1) Have or thereafter acquire an interest in such contract or transaction;
- (2) Have a financial interest in any business entity representing, advising or appearing on behalf of any person involved in such contract or transaction;
- (3) Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction;
- (4) Have solicited, accepted or granted a present or future gift, favor, service or thing of value from or to a person involved in such contract or transaction; or
- (5) Have encouraged, made or accepted any ex parte or unilateral application or communication where a determination is to be made after a public hearing and such public official or municipal employee fails to make the contents of the communication a part of the record.

(c) *Preacquisition of interest.* No public official or municipal employee with respect to any contract or transaction which is or may be the subject of an official act or action of the town shall acquire an interest in or affected by such contract or transaction at a time when the public official or municipal employee believes or has reasons to believe that it will directly or indirectly be affected by an official act or action of the town.

(d) *Disclosure of information.* No public official or municipal employee with respect to any contract or transaction which is or may be the subject of an official act or action of the town, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the town, or use such information to advance the financial or other private interest of himself or others. All matters discussed in executive session shall be confidential information.

(e) *Incompatible service.* No public official or municipal employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties, unless otherwise permitted by law.

(f) *Appearances.* No public official or municipal employee shall appear on behalf of any private person, other than himself, his spouse, parents or minor children before any town agency, board or commission except, in the case of municipal employees, with the written approval of the town manager when the manager deems such appearance to be in accordance with the employee's employment responsibility and in accordance with established town council policies. However, a member of the town council may appear before town agencies, boards or commissions on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations. Neither the town manager nor any municipal employee shall use his position in behalf of any political party.

(g) *Public contracts.* No public official or municipal employee who, in his capacity as such official or employee, participates in the making of a contract in which he has a financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the town unless:

- (1) The contract is awarded through a process of public notice and competitive bidding;

or

(2) The town manager waives the requirement of this section after determining that it is in the best interest of the town to do so and immediately notifies the town council of said waiver.

(h) *Public property.* No public official or municipal employee shall request or permit the unauthorized use of town owned vehicles, equipment, materials or property for personal convenience or profit.

(i) *Special treatment.* No public official or municipal employee shall seek or grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No member of the classified service shall seek any special consideration regarding his employment from a member of the town council.

(j) *Later case interest.* No public official or municipal employee shall, for a period of ~~two years~~ one year, after the termination of service or employment with the town, appear before any board, commission, committee or agency of the town in relation to any case, proceeding or application in which he personally participated during the period of his service or employment, or which was under his active consideration.

(k) *Disclosure of interest in legislative action.* Any member of the town council or other town board or commission who has a financial interest or personal interest in any proposal before the council or a town board or commission shall disclose on the record of the council, board or commission ~~the nature and extent~~ existence of such ~~an~~ interest. Any other public official or municipal employee who has a financial or personal interest in any proposed legislative action of the council or the commission and who participates in discussion with or gives an official opinion or recommendation to the council or the commission, shall disclose on the record of the council or the commission the nature and extent of such interest.

(l) *New public official and employees to receive copy of this division.* Prior to any public official taking office or municipal employee beginning employment he shall receive from the town clerk, and give written receipt for, a copy of this division and he shall immediately read and otherwise familiarize himself with the terms of this division. Where any public official or municipal employee has a doubt as to the applicability of any provisions of this division to a particular situation or as to the definition of terms used herein, he may apply, in writing, to the town's ethics commission for an advisory opinion. Such opinion until amended or revoked shall be binding on the town, public officials and municipal employees in any subsequent actions concerning the public official or municipal employee who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Any advisory opinion issued by the ethics commission shall be made publicly where such disclosure will not violate the law.

(m) *Town manager to establish procedure.* The town manager shall cause to be established a procedure to familiarize elected and appointed officials with the duties and responsibilities of their positions. The town manager shall prepare a written report outlining such activities for the prior year and plans for the coming year and submit said report to the town council during the month of January each year.

**ENFIELD TOWN COUNCIL**  
**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO AMEND THE TOWN CODE OF ENFIELD, APPENDIX A, WATERWAYS,  
ARTICLE 1, SECTION 2-49 COMPOSITION: OFFICERS; COMPENSATION**

**WHEREAS**, the Town Code of Enfield, Appendix A, Article 1, Section 2-49 addresses the appointment and removal of members of the Inland Wetlands and Watercourses Agency (IWWA); and

**WHEREAS**, the Town Council wishes to amend the ordinance to redefine the Commission's composition and would provide for the appointment and removal of IWWA members by the Town Council; and

**WHEREAS**, a Public Hearing has been held in accordance with Charter requirements on December 1, 2014; and

**WHEREAS**, it has been determined this is in the best interest of the Town of Enfield to make changes to Article 1, Section 2-49.

**NOW, THEREFORE, BE IT RESOLVED** that the Enfield Town Council does hereby adopt the amended and revised Inland Wetland Watercourses Agency ordinance heretofore attached as "Attachment A"

Date Prepared: November 24, 2014  
Prepared by: Town Manager's Office

## Attachment A

**BE IT ORDAINED** by the Town Council of Enfield, Connecticut that the following Ordinance be amended as follows:

### ARTICLE II CULTURAL ARTS COMMISSION

Sec. 22-31. Establishment of Commission.

The town council has established the cultural arts commission.

Sec. 22-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commission* means the cultural arts commission.

Sec. 22-33. Purpose of commission.

The purpose of the commission shall be to ~~encourage participation in and promotion, development and acceptance of artistic and cultural activities.~~ **Plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities and to encourage participation therein, which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield**

Sec. 22-34. Members; qualifications, appointment, terms of office.

a) Members of the commission shall be appointed by the town council and shall be selected from a broad cross section of the **residential and business** community so as to **create a diverse body of members** ~~include members of diverse economic, social and cultural groups within the town,~~ who are interested in the aims and purposes of this commission as set forth in this article.

b) The commission shall consist of: ~~seven~~ **eleven (11)** resident electors, who shall serve for two-year overlapping terms, which shall commence on June 1 of the year of their appointment; **two Town Council member liaisons; and, one town staff member liaison.**

c) Annually, during the month of June, the members of the commission shall meet, organize and from among their members elect a chair, a vice-chair and a secretary.

Sec. 22-35. Vacancies.

Any vacancy in the term of any member of the commission shall be filled by appointment by the town council for the unexpired term in accordance with section 22-34(a).

Sec. 22-36. Expenses and assistance.

The members of the commission shall serve without compensation. The commission may receive federal, state, municipal or private monies for the purposes of fostering, assisting and encouraging the arts and to encourage the participation in, and promotion, development and appreciation of ~~artistic and cultural activities~~ **Enfield history, culture and heritage**.

Sec. 22-37. Meetings.

The commission shall fix the time and place of its regular **monthly** meetings and may hold such special meetings as may from time to time be required. The commission shall keep a record of its proceedings, deliberations and actions and shall annually report to the town council **in writing** ~~with respect to its work its activities and goals~~. The commission may, within the limit of funds available, employ clerical help or solicit any technical assistance or consultants that may be required.

Sec. 22-38. Auxiliary services.

The facilities and services of the various agencies and departments of the town shall be available to the commission as it may reasonably require.

**Additions [Excepting captions]**

~~Deletions~~

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO ACCEPT NEW TOWNS INTO THE CAPITOL REGION COUNCIL OF  
GOVERNMENTS (CRCOG) METROPOLITAN PLANNING ORGANIZATION (MPO)**

**WHEREAS**, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

**WHEREAS**, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

**WHEREAS**, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

**NOW THEREFORE, BE IT RESOLVED**, that the Enfield Town Council hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in **part** or in whole, into the CRCOG MPO.

Prepared by: Town Manager's Office

Date November 25, 2014

**Date:** November 12, 2014  
**To:** CRCOG Policy Board  
**From:** Lyle Wray, Executive Director  
**Subject:** **Metropolitan Planning Organization (MPO) Update**

Updating the boundaries and functions of the new Metropolitan Planning Organization is a multi-faceted, multi-step process. CRCOG's goal is to smoothly transition all CRCOG members into the CRCOG MPO.

The steps are:

1. Towns and cities currently in an MPO (Plainville, New Britain, Southington and Berlin) must have their MPO vote and indicate what MPOs the towns would join. This was accomplished at the CCRPA meeting on October 14<sup>th</sup>.
2. Towns and cities joining the CRCOG MPO who were previously not in an MPO (Stafford, Willington, Coventry, Mansfield and Columbia) must pass a resolution to join the MPO. Currently, CRCOG has received resolutions from Mansfield, Coventry and Columbia.
3. A majority of CRCOG Towns, including the largest municipality and a representation of 75% of the total population must pass a resolution to accept the new towns into the CRCOG MPO.
4. Once the CRCOG MPO acceptance resolutions have been passed, the Governor must approve the change in the MPO and this completes the redesignation process.

CRCOG staff recommends that CRCOG towns begin the process to pass the acceptance resolutions in each of the towns. A model resolution has been provided and CRCOG staff recommends using the current wording in the resolution where possible, as this resolution has been approved by the Connecticut Department of Transportation and the Federal Highway Administration.

Please contact Pauline Yoder at (860) 522-2217, x245 or [pyoder@crcog.org](mailto:pyoder@crcog.org) with any questions you might have regarding the process.



## **TOWN LETTERHEAD**

### **RESOLUTION TO ACCEPT NEW TOWNS INTO THE CAPITOL REGION COUNCIL OF GOVERNMENTS (CRCOG) METROPOLITAN PLANNING ORGANIZATION (MPO)**

(To be adopted by Municipal Town Council or Board of Selectman)

**WHEREAS**, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

**WHEREAS**, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

**WHEREAS**, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

**NOW THEREFORE, BE IT RESOLVED**, that the (Municipal Town Council or Board of Selectman) hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in part or in whole, into the CRCOG MPO.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2014

## **CERTIFICATION**

I, **(insert Name of Town or City Clerk)**, Town/City Clerk of the Town/City of **(insert name of Town or City)** duly elected and qualified according to law and having custody of the seal of the Town/City of **(insert name of Town or City)**, hereby certify that the preceding is a true and correct copy of a resolution duly adopted at a **(insert type of meeting: Town/City Council, Board of Selectman, or Town Meeting)** held on **(insert meeting date)**, and that said resolution has not been amended, rescinded, or revoked and remains in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2014.

(Town or City seal)

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(signature)

Town/City Clerk, Town/City of \_\_\_\_\_

**ENFIELD TOWN COUNCIL**  
**RESOLUTION #\_\_\_\_\_**

**Resolution Authorizing the Town Manager to Enter Into Agreement with the State of Connecticut for  
the “Master Municipal Agreement for Right of Way Projects”**

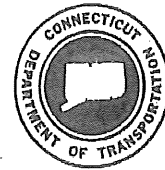
**RESOLVED**, that the Town Manager, Matthew W. Coppler, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the State of Connecticut for the “Master Municipal Agreement for Right of Way Projects”, subject to review by the Town Attorney, and to affix the Corporate Seal.

Date Prepared: November 24, 2014  
Prepared by: Town Manager’s Office



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



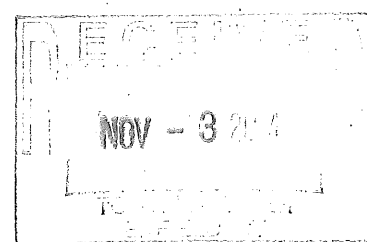
2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860) 594-2462

October 29, 2014

Mr. Matthew W. Coppler  
Town Manager  
Town of Enfield  
820 Enfield Street  
Enfield, CT 06082-2997



Dear Mr. Coppler:

Subject: Master Municipal Agreement for Rights of Way Projects

The Connecticut Department of Transportation (Department) is pleased to introduce a new way of doing business with the municipalities of Connecticut. The enclosed Master Municipal Agreement for Rights of Way Projects (MMA ROW) is the second in a series of agreements that will fundamentally improve how the Department conducts business with its municipal partners by dramatically streamlining the agreement process.

It is anticipated that once an MMA ROW is executed with your municipality, project specific information and monetary terms will be set forth in a Project Authorization Letter (PAL) issued by the Department to the municipality for individual rights of way projects. PALs are expected to take only days to execute, as opposed to the numerous months currently required executing individual project agreements.

This ten-year term MMA ROW covers either the Department or the Municipality taking on the responsibility for the administration of the rights of way phase of a particular municipal project. The MMA ROW includes standard terms, conditions and contracting "boiler plate" language that should govern all municipal rights of way projects involving the Department which are undertaken throughout the ten-year term.

Mr. Matthew W. Coppler

-2-

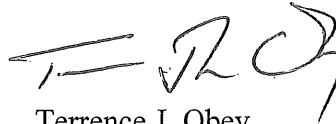
October 29, 2014

Although the Department may not have a rights of way project in your municipality at this time, execution of this agreement will streamline future project specific business with the Department.

It is my great hope that you will sign the enclosed agreement and join the Department in this new and innovative way of doing business that will improve delivery of Department services to its customers.

Please process the MMA ROW in accordance with the enclosed instructions and return the agreements, along with your authority to sign, to me at the letterhead address. If you have any questions, please contact Mr. Robert W. Ike at (860) 594-2444.

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. J. Obey', written over a horizontal line.

Terrence J. Obey  
Director of Rights of Way  
Bureau of Engineering and Construction

Enclosures



# TOWN OF ENFIELD

November 25, 2014

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Endorsing Comprehensive Energy Strategy**

Councilors:

**Highlights**

- Creates a structured strategy for energy use, reduction, and best practices for the short and mid-term
- Creates a plan for the Clean Energy Committee to follow when advocating to Council, staff, and other boards/commissions
- Develops a task list of operational items to consider when discussing energy
- Develops a plan to address residential and commercial energy reduction

**Budget Impact:**

The endorsement of the strategy carries no fiscal impact.

**Recommendation:**

It is recommended that the Town Council endorse the comprehensive energy strategy.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Derrik M. Kennedy", is written over the printed name.

Derrik M. Kennedy  
Assistant Town Manager

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**RESOLUTION NO. \_\_\_\_\_**

**Resolution Endorsing the Comprehensive Energy Strategy**

**WHEREAS**, the Town Council of the Town of Enfield is dedicated to reducing energy use and increasing operational efficiency in its activities; and

**WHEREAS**, the Town Council encourages residents and businesses to become smarter energy users and incorporate use-reduction strategies into their operational activities; and

**WHEREAS**, the Town Council is dedicated to a structured energy use and reduction strategy advocated by the Enfield Clean Energy Committee;

**NOW, THEREFORE BE IT RESOLVED**, the Town Council of the Town of Enfield hereby formally endorses the Comprehensive Energy Strategy prepared by the Clean Energy Committee with support from Peregrine Energy Group, Inc., dated November 17, 2014.

Date Prepared: November 25, 2014  
Prepared by: Town Manager's Office



November 26, 2014

## TOWN OF ENFIELD

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Waiving the Bid Requirements for Planning Services as it Relates to Planning and Zoning Application Review**

Councilors:

**Highlights:**

- Since the departure of Assistant Town Planner Rachel Blatt, we have hired a contract planner, John Pagini, to review commercial/residential applications and perform all liaison work with the Planning & Zoning Commission and their applicants.
- We are currently in the process of hiring a permanent replacement for the vacated Assistant Town Planner position.
- In his short tenure as a contractor, John Pagini has met and exceeded performance expectations and is being very well-received by the PZC, the applicants and the staff.
- Though we have reached the contracted amount for his services, in an effort to maintain consistency and predictability in our planning function, we respectfully request a bid waiver to allow John Pagini to stay in the part-time contract position through February.
- By the end of February, we expect to have a full-time replacement for the Assistant Town Planner hired and up-to-speed. If additional contract planning work is still needed at that time, we will go out to bid using a traditional RFP.
- Funding for John Pagini's contract will continue to be taken from the vacant Assistant Town Planner salary so there is no negative budget impact.
- With John Pagini in place, the Planning Division of Development Services Department will have the resources to provide a superior planning experience for the residents and businesses of the Town of Enfield.

**Budget Impact:**

The Town of Enfield fiscal year 2014-2015 budget will not be impacted.

**Recommendation:**

I recommend that the Council approve this resolution.

Respectfully Submitted,

Courtney Hendricson  
Assistant Town Manager, Development Services

**Attachments:**

1. Resolution



# **ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

## **Resolution Waiving the Bid Requirements Planning Services as It Relates to Planning and Zoning Applications Review**

**BE IT RESOLVED**, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is not in the best interest of the Town to require competitive bidding for Planning Services as it relates to Planning and Zoning Application Review by John D. Pagini, AICP.

Date Prepared: November 26, 2014  
Prepared by: Town Manager's Office



# TOWN OF ENFIELD

## APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

Visited our office on  
11/24 &  
updated  
application

Name PAULINE LACROIX Date 3/24/14

Address 1027 Enfield ST Enfield

Telephone (Home) 860 745-5204 (Work) Retired

Email Address \_\_\_\_\_ Occupation \_\_\_\_\_

Registered Voter ☒ (Yes) ☐ (No) Party Affiliation \_\_\_\_\_

Agency, Board, or Commission Interested In: Cultural Arts Commission

New Appointment ☒ Reappointment ☐

If this is a reappointment, please list the number of meetings attended during the last 12 months. \_\_\_\_\_

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. Knowledge & interest in Arts, music & programs  
that may be of interest to the community. Have organized  
programs in my role as a retired social worker and  
worked on fundraisers art exhibits and music  
programs.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? yes

If yes, please state the name of the Agency, Board or Commission and the time served. \_\_\_\_\_

Commission on Aging (3 years in 1990's (?) and  
current

If the Agency, Board or Commission which you requested has no mo  
appointment to another? \_\_\_\_\_

**THANK YOU FOR YOUR  
INTEREST IN THE  
TOWN OF ENFIELD**

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE  
TOWN OF ENFIELD  
820 ENFIELD STREET  
ENFIELD CT 06082

OR FAX to 253-6310

Leadership  
TC info packet 4/4/14

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/18/2014  
Name: Philip Kober  
Address: 8 Northfield Rd. Enfield  
Telephone No. (Home): 8608887323 (Work):  
Occupation: E-  
Mail: PKober3011@Westfield.ma.edu  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

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Board, Commission or Agency  
Interested in:

Ethics Commission

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I would like to articulate my interest in being considered for a vacancy with the Town Ethics Commission. I am a recent college graduate, who acquired my Bachelor's Degree Magna cum Laude, have had consistent work experience over the past six years, and have served our nation in the Armed Forces. Moreover I have sought additional self development through meaningful internships and volunteer work.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/06/2014  
Name: Carly Hardwick  
Address: 7 Guild Street  
Telephone No. (Home): 860-918-0595 (Work):  
Occupation: Assistant Regional Manager E-Mail: hardwickcae@gmail.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

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Board, Commission or Agency Interested in: Library Board of Trustees

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have been a long time lover of books, and an avid idealist to expanding the access to all individuals. I feel I can create creative new ways to encourage individuals to participate in local library events and support Enfield in the process.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

*no vacancies  
@ this time*

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/12/2014  
Name: Deborah Fiore  
Address: 14 Cartier Road  
Telephone No. (Home): 860-745-2864 (Work): 860-882-9553  
Occupation: Accounting E-Mail: dfiore123@yahoo.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

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Board, Commission or Agency  
Interested in:

Library Board of Trustees

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have been an active member for many years on this Committee and have served as the Chairman for the past 10 years. I understand the libraries needs and programs and the funds in our accounts.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:  
4

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/18/2014  
Name: marlene hoginski  
Address: 3 roland st  
Telephone No. (Home): 860-749-2393 (Work):  
Occupation: retired E-Mail: mhoginski@aol.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

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Board, Commission or Agency  
Interested in:

Commission on Aging

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

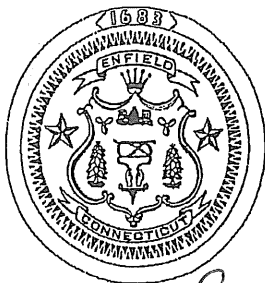
have been on this Comm. for a number of years- we have done many great things for the aging community--there is still work to do.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:  
11

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No



# TOWN OF ENFIELD

## APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

Name PAULINE LACROIX Date 11/21/14  
Address 1027 ENFIELD ST. ENFIELD  
Telephone (Home) 860 745-5204 (Work) Retired  
Email Address — Occupation Geriatric Medical  
Social Worker  
Registered Voter ☒ (Yes) ☐ (No) Party Affiliation —  
Agency, Board, or Commission Interested In: Commission on Aging

New Appointment ☐ Reappointment ☒

If this is a reappointment, please list the number of meetings attended during the last 12 months. 2 (just appointed)

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. My career gave me a unique insight into  
the needs of persons from a home care, hospital,  
and nursing home perspectives as I have worked  
locally in all three over a 25 year career.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? yes

If yes, please state the name of the Agency, Board or Commission and the time served. —

Commission on Aging (3 yrs in 1990's) (2)

If the Agency, Board or Commission which you requested has no more vacancies, would you consider  
appointment to another? CULTURAL ARTS

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE  
TOWN OF ENFIELD  
820 ENFIELD STREET  
ENFIELD CT 06082

THANK YOU FOR YOUR INTEREST  
IN THE TOWN OF ENFIELD



# TOWN OF ENFIELD

## APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

Name Kay Tallarita Date 11/25/14

Address 54 Fairview Ave. Enfield CT 06082

Telephone (Home) 860-745-7759 (Work) Retired

Email Address Patrick.Tallarita@sbglobal.com Occupation

Registered Voter ☒ (Yes) ☐ (No) Party Affiliation Democrat

Agency, Board, or Commission Interested In: Commission on Aging

New Appointment ☐ Reappointment ☒

If this is a reappointment, please list the number of meetings attended during the last 12 months. 7

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. Director of Senior Center - 31 years -

Have been doing Grandparents Raising Grandchildren

For Commission & helping in anyway to help

the Commission to fill the Aging needs in

Enfield !!!

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? no

If yes, please state the name of the Agency, Board or Commission and the time served. 1

If the Agency, Board or Commission which you requested has no more vacancies, would you consider appointment to another?

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ENFIELD CT 06082

OR FAX to 253-6310

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TOWN OF ENFIELD**